










## SETTING REPORT LAYOUTS

- 1) This process allows you change the format of a displayed report.
- 2) Display an AASIS report, such as KSB-Actual Cost Line Items by Cost Center.
- 3) Click  to view the current displayed layout.
- 4) On the column tab, the left side of the box lists what columns are shown on the report. The right side lists items you can add to the report.
- 5) Scroll through the possible selections to find columns you wish to display. select 
- 6) In the pop up box type desired data, e.g., cost element name
- 7) Press enter or click the green check 
- 8) The Cost element name is now highlighted.
- 9) Press  to move the hidden field to the Column content box.
- 10) Use the arrows  to move the field to the desired position.
- 11) Total a column by clicking in the checkbox under the Sum sign.
- 12) The sort order tab allows you to select a column to subtotal or sort in the display.
- 13) Use the filter tab to filter the display by selecting the column containing the desired item and type in the desired code.
- 14) When the desired selections have been made, click the green check at the bottom of the layout box to display your layout.
- 15) To save, click the Save layout display icon 
- 16) Name your variant. If the variant is viewable by you alone, it is user-specific. If it is not user-specific, precede the name with a / (for example /DHS variant ALWAYS MAKE SURE THE DEFAULT SETTING IS NOT CHECKED UNLESS THE VARIANT IS USER-SPECIFIC. This sets the default for all users.
- 17) Click the green check to save.
- 18) The next time you wish to see this report variant displayed, click the Choose layout icon  find your display variant by name, and click. The report will appear as your designed variant



## SETTING REPORT LAYOUTS

SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout  
Cost Center  
Report currency

/1SAP  
383201  
USD

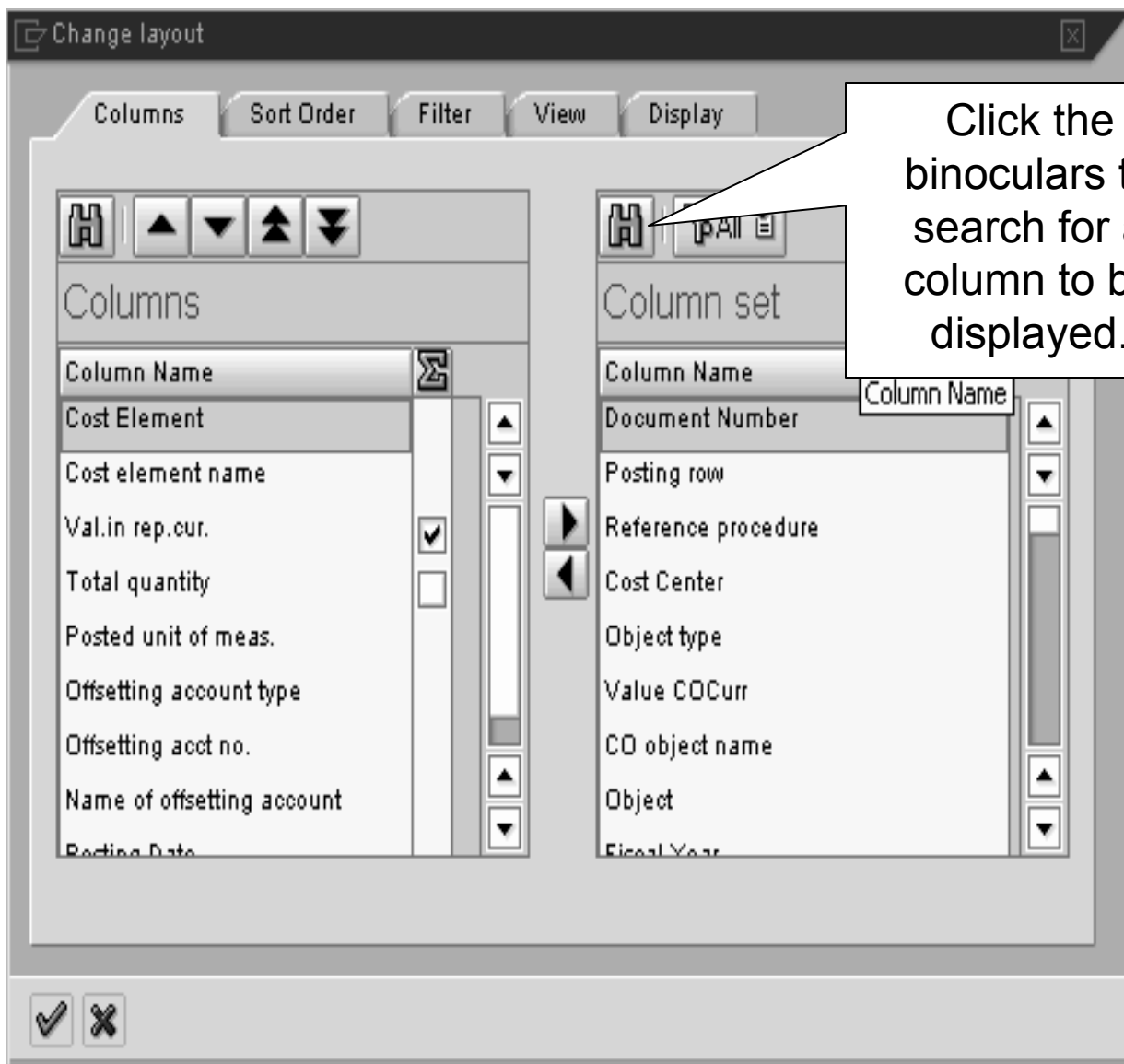
Primary  
Ctrl Adm  
US Dollar

Click the display layout icon.

Cost Elem.	Cost element name	Σ	Val.in rep.cur.	Total quantity	P...	Offst.acct	Name of offsetting account
5020001000	Postage		45.00			S	Offsetting account type
	Postage		45.00			S 5020001000	Postage
5020002000	Telecomm Wired		211.11			K 100062244	DEPT OF INFORMATION SYSTEMS THE
	Telecomm Wired		66.68			K 100062244	DEPT OF INFORMATION SYSTEMS THE
	Telecomm Wired		263.32			K 100062244	DEPT OF INFORMATION SYSTEMS THE
5020003000	Telecomm Wireless		66.76			K 100062244	DEPT OF INFORMATION SYSTEMS THE
	Telecomm Wireless		6.73			K 100062244	DEPT OF INFORMATION SYSTEMS THE
5020005000	Freight		9.38	1	EA	S 2111001000	GRIR Clearing
	Freight		22.02	1	EA	S 2111001000	GRIR Clearing
	Freight		1.54	0	EA	S 2111001000	GRIR Clearing
	Freight		9.38	1	EA	S 2111001000	GRIR Clearing
	Freight		22.02	1	EA	S 2111001000	GRIR Clearing
	Freight		24.68	1	EA	S 2111001000	GRIR Clearing
5030002000	Bind Copy Collate		14.60			K 9996000	DFA QUICK COPY



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## SETTING REPORT LAYOUTS






## SETTING REPORT LAYOUTS

 Find 

Search Term:

cost element

Search Direct:



From Start of Table Downwards 

☐

Find Only Entire Word or Value

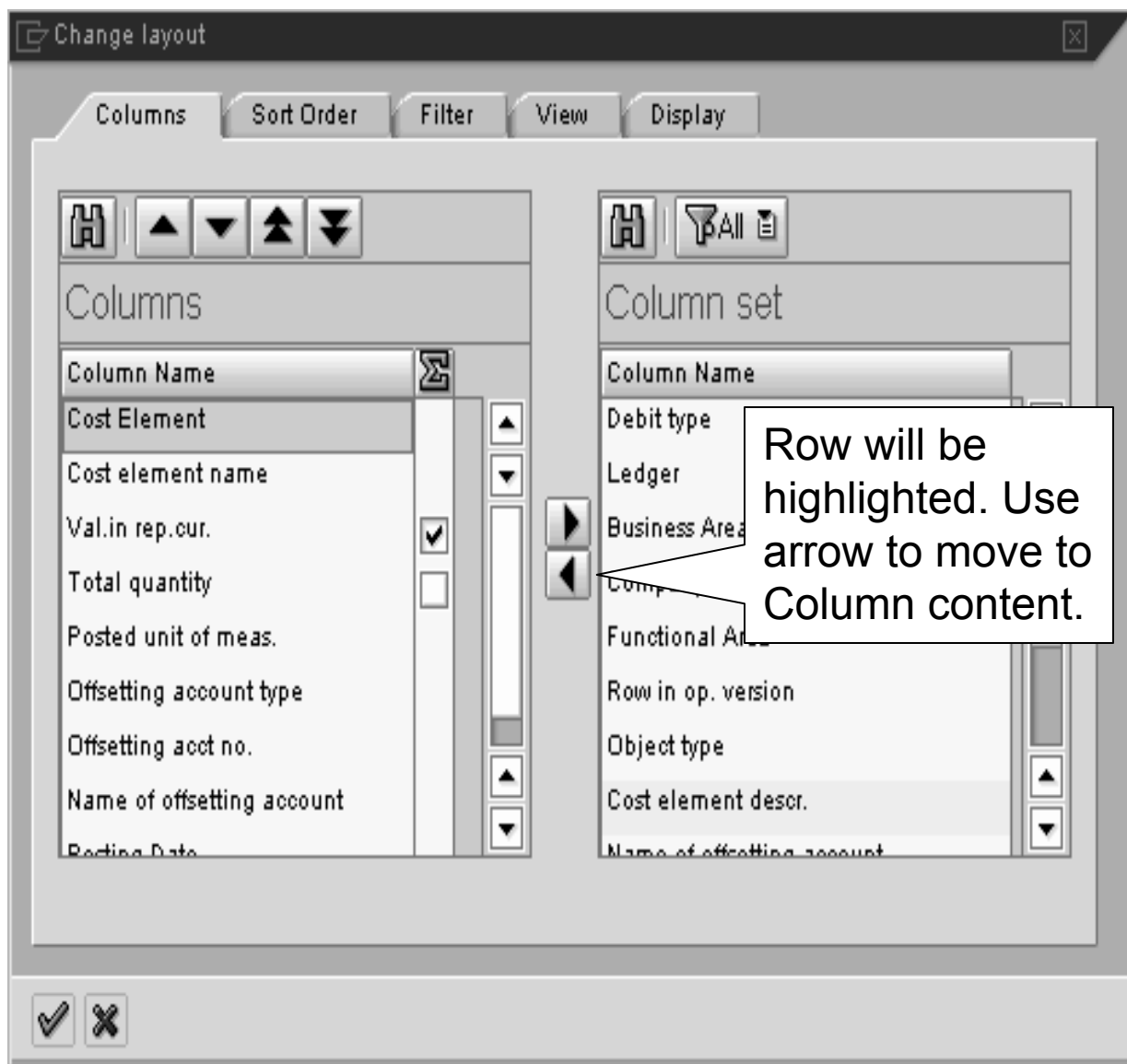
☐

Display Number of Hits

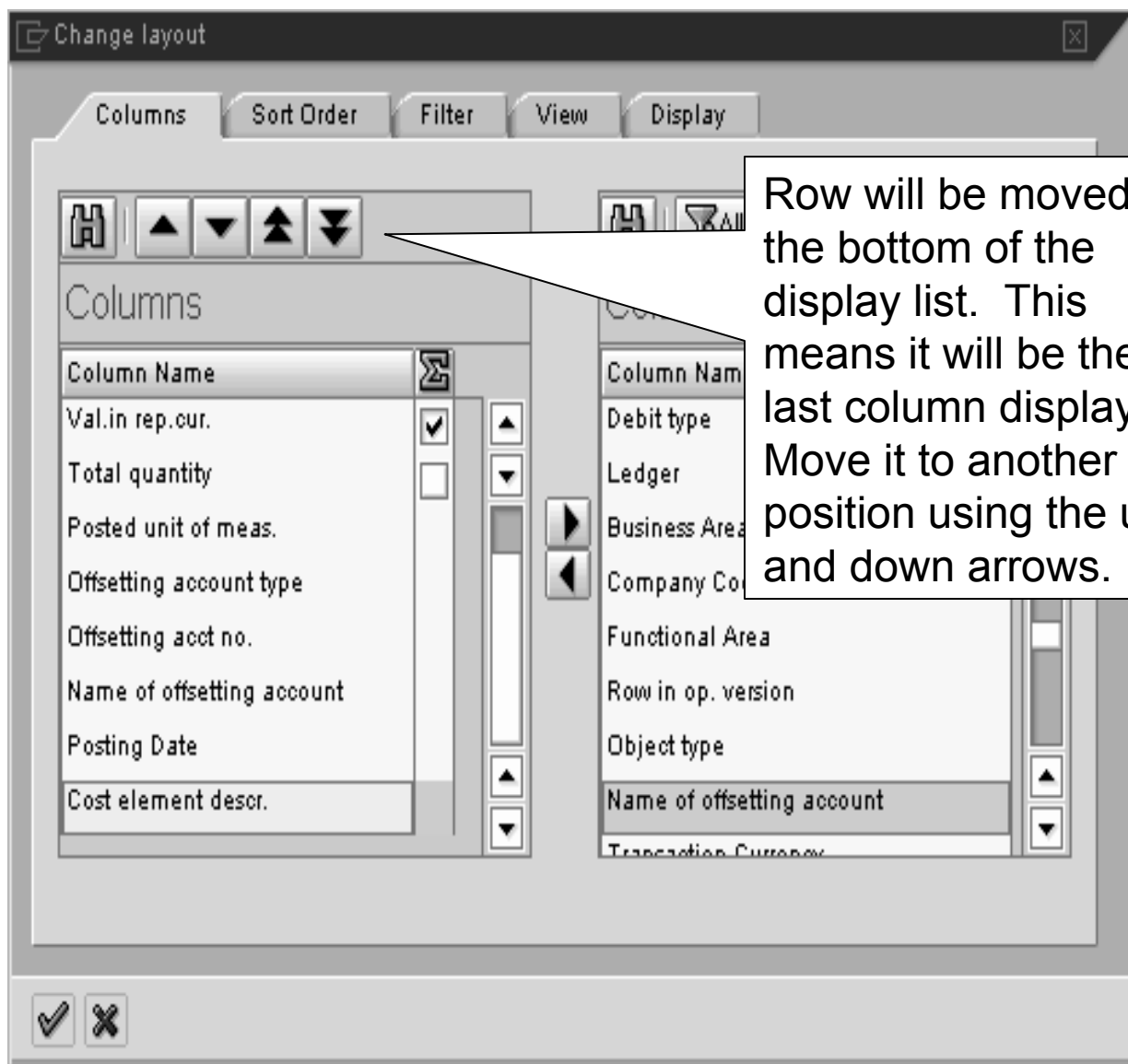
 

Type in name of field to find.  
Enter on keyboard or click  
green check.

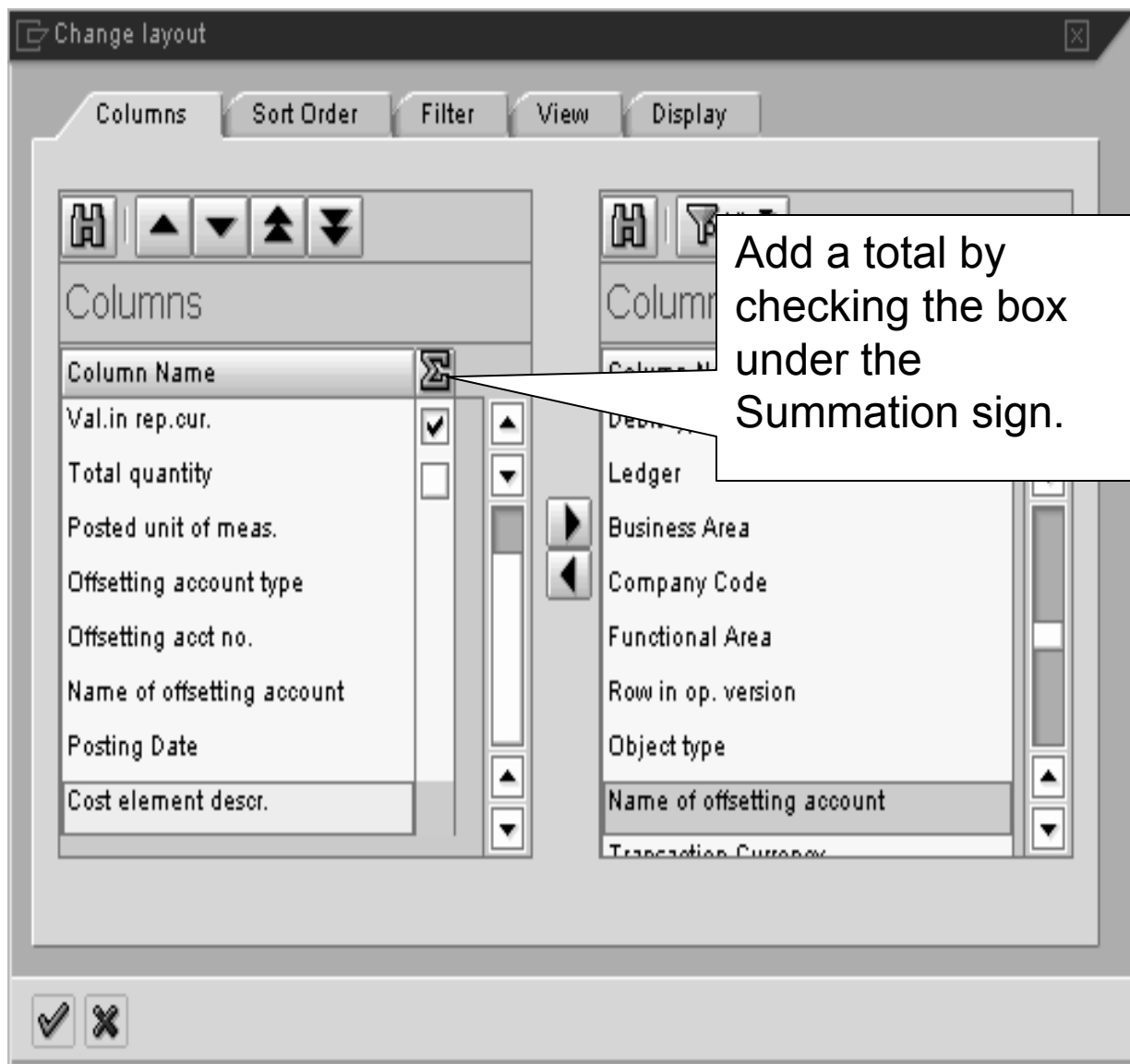
## SETTING REPORT LAYOUTS



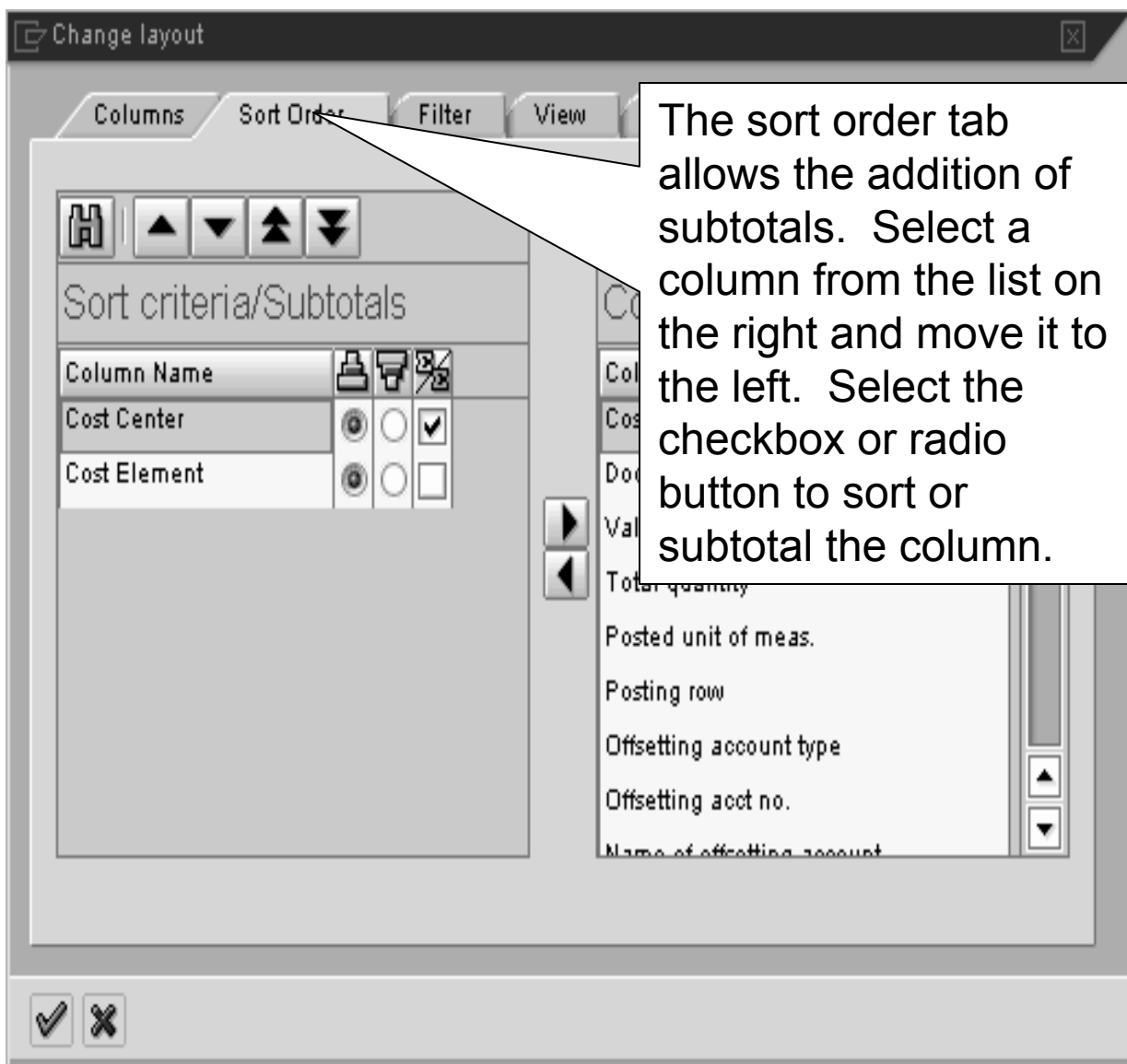
## SETTING REPORT LAYOUTS



## SETTING REPORT LAYOUTS

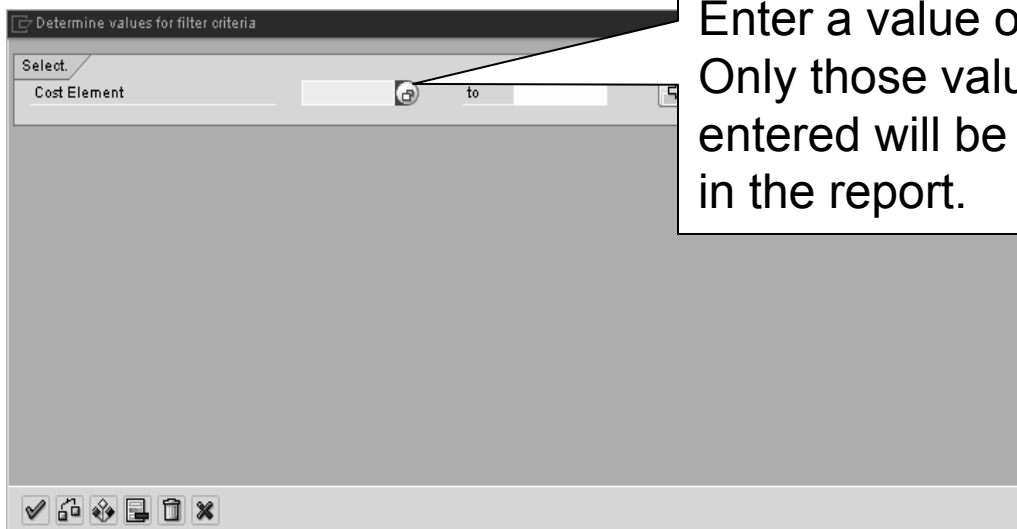
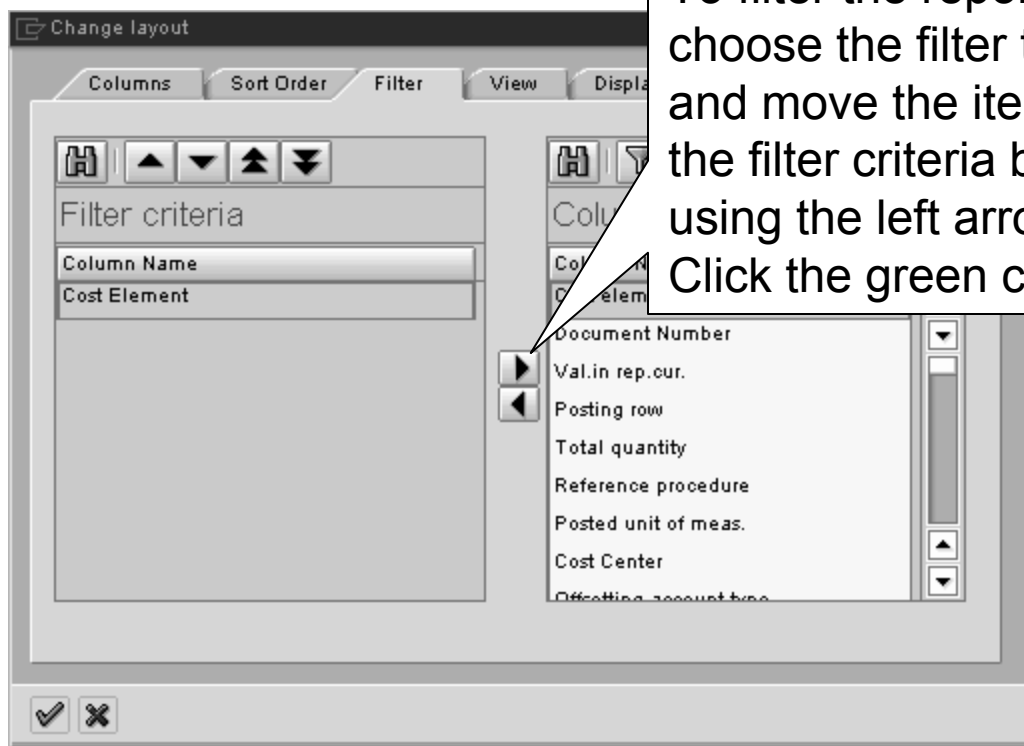


## SETTING REPORT LAYOUTS

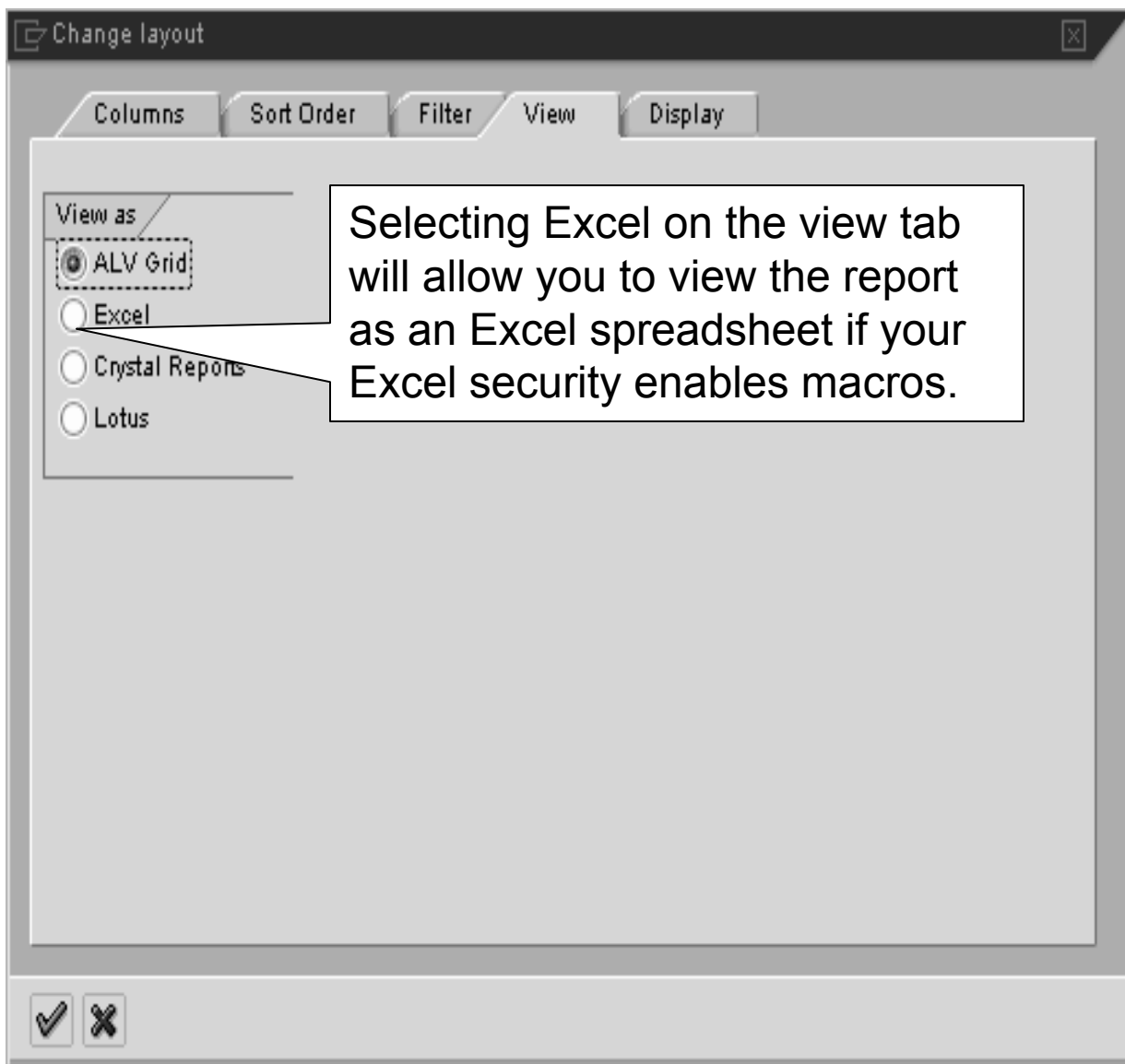




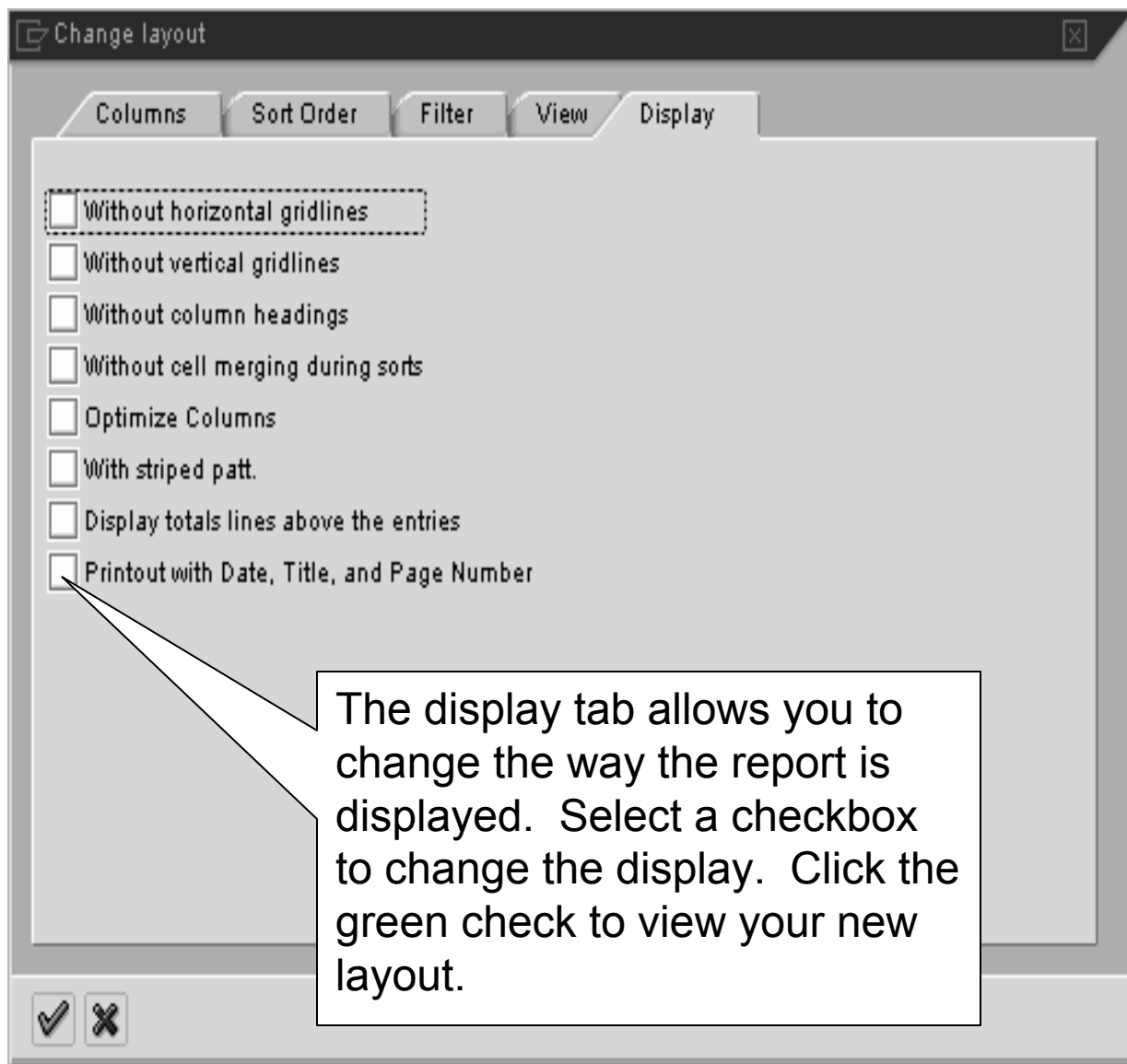
## SETTING REPORT LAYOUTS



## SETTING REPORT LAYOUTS



## SETTING REPORT LAYOUTS



## SETTING REPORT LAYOUTS

**Display Actual Cost Line Items for Cost Centers**

Layout: /1SAP  
Cost Center: 383201  
Report currency: USD

Primary Control: US Do

To save the layout, click the save layout icon.

Cost Elem.	Cost element name	Σ	Val.in rep.cur.	Total quantity	P...	Offst.acct	Name of offsetting account
5020001000	Postage		45.00			S 5020001000	Postage
	Postage		45.00			S 5020001000	Postage
5020002000	Telecomm Wired		211.11			K 100062244	DEPT OF INFORMATION SYSTEMS THE
	Telecomm Wired		66.68			K 100062244	DEPT OF INFORMATION SYSTEMS THE
	Telecomm Wired		263.32			K 100062244	DEPT OF INFORMATION SYSTEMS THE
5020003000	Telecomm Wireless		66.76			K 100062244	DEPT OF INFORMATION SYSTEMS THE
	Telecomm Wireless		6.73			K 100062244	DEPT OF INFORMATION SYSTEMS THE
5020005000	Freight		9.38	1	EA	S 2111001000	GRIR Clearing
	Freight		22.02	1	EA	S 2111001000	GRIR Clearing
	Freight		1.54	0	EA	S 2111001000	GRIR Clearing
	Freight		9.38	1	EA	S 2111001000	GRIR Clearing
	Freight		22.02	1	EA	S 2111001000	GRIR Clearing
	Freight		24.68	1	EA	S 2111001000	GRIR Clearing
5030002000	Bind Copy Collate		14.60			K 9996000	DFA QUICK COPY

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## SETTING REPORT LAYOUTS

The screenshot shows a 'Save layout' dialog box with two tabs: 'Save as...' and 'Save with'. Below the tabs is a table with two columns: 'Layout' and 'Layout description'. The table contains several entries, including '/1SAP' for 'Primary cost posting' and '/311MYBUD...' for 'S ALR 87013613'. Below the table, there is a 'Save layout' section with a 'Name:' field containing 'My variant' and 'Primary cost posting'. There are two checkboxes: 'User-specific' (unchecked) and 'Default setting' (checked). A large dark gray speech bubble with white text points to the 'Default setting' checkbox, containing the text: 'CAUTION!! Please be sure default setting is not checked unless user-specific is checked.' At the bottom left of the dialog are two icons: a checkmark and an 'X'.

Layout	Layout description
/1SAP	Primary cost posting
/311MYBUD...	S ALR 87013613
/419039	DHS Dist Center Expenses
/441 EXP PD	Fiscal 03
/ABACTR	Primary cost posting G
/ACCECE	COST CENTERS report
/ADA COST	cost center expenditure report
/ADCECE	COST CENTERS report

Save layout

Name: My variant Primary cost posting

☐ User-specific ☒ Default setting

CAUTION!!  
Please be sure  
default setting is  
not checked  
unless user-  
specific is  
checked.

Name the layout. It should begin with / if it is not user-specific (you want it to be able to be seen by everyone).



## SETTING REPORT LAYOUTS

SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout /1SAP Primary cost posting  
Cost Center 383201 Ctrl Adm 272 HSC6101  
Report currency USD US Dollar

Cost Elem.	Cost element name	Σ	Val.in rep.cur.	Quantity	P...	Offst.acct	Name of offsetting account
5020001000	Postage		45.00				Offsetting acct no.
	Postage		45.00				
5020002000	Telecomm Wired		211.11				
	Telecomm Wired		66.68				
	Telecomm Wired		263.32				
5020003000	Telecomm Wireless		66.76				
	Telecomm Wireless		6.73			K 100062244	DEPT OF INFORMATION SYSTEMS THE
5020005000	Freight		9.38	1	EA	S 2111001000	GRIR Clearing
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	Freight		9.38	1	EA	S 2111001000	GRIR Clearing
	Freight		22.02	1	EA	S 2111001000	GRIR Clearing
	Freight		24.68	1	EA	S 2111001000	GRIR Clearing
5030002000	Bind Copy Collate		14.60			K 9996000	DFA QUICK COPY

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To get to your layout again after running the report, click select layout.



## SETTING REPORT LAYOUTS

Choose layout

Layout setting:

Layout	Layout description	Def. settg
<u>/WBS ELEM...</u>	<u>Nov 2002 EXPENSES PAID</u>	
<u>/WESLEY</u>	<u>Line item cost per cost center/GL acct</u>	
<u>/WMDCKREG</u>	<u>Line item cost per cost center/GL acct</u>	
<u>/YTD DYS</u>	<u>Monthly Budget Report - Jan</u>	
<u>1SAP</u>	<u>Primary cost posting</u>	
<u>2SAP</u>	<u>Secondary costs: Activity allocation</u>	
<u>3SAP</u>	<u>Secondary costs: Value settlement</u>	
<u>4SAP</u>	<u>Pu</u>	
<u>5SAP</u>	<u>M</u>	
<u>CVLINE</u>	<u>Primary cost posting</u>	

Find your layout on the list and click.  
Your layout will be displayed.

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